

# FormerMilitary Resume

123 Main Street ♦ City, ST zip ♦ email@email.com ♦ (cell) pho-ne##

## SUMMARY OF QUALIFICATIONS

- 7 years of strategic decision making in stressful environments through complex problematic scenarios
- Managerial experience at an administrative level & 8+ years as a certified training official
- Highly coachable & adaptable under the most rigorous circumstances yielding productive results

## EXPERIENCE

### Manufacturing Company

Waterloo, IA

#### Material Specialist/Scheduler

October 20XX – Present

- Routinely integrated the use of manufacturing databases such as the natural documentation system, multiple SharePoint & demand flow technology with SAP, Priority Plus, & CWIS to regulate production
- Communicated with programmers & engineers with technical machine programming while scheduling production & service parts to sustain customer needs
- Helped strategize the department needs & direction of 25 new operators & machines for optimal output
- Optimized material flow, expediting forgings from the supplier & warehouse to the point of use in assembly for a part with a normal 30 day routing expedited through 9 departments within 48 hours
- Assisted the supervisor responsibilities in their absence for decision making with the UAW operators
- Supported the logistical needs for the expedited shipments of 9 production parts for farm out operations

### Iowa National Guard

Waterloo, IA

#### Company Commander (comparable to Department Manager)

March 20XX - Present

- Trained, lead, & developed junior officers on their managerial & leadership skills
- Maintained the recruitment and retention of personnel containing critical skill that are mission essential.
- Coordinated for expedited urgent medical care after mission disruption while regaining accurate head & inventory counts for sensitive equipment, weaponry, & personnel
- Strategize with four recruiters in different community events to bolster ING image with integrating the press and local media to military events for improved awareness how we support the local populace
- Promoted & enforced the quality & safety of the operational conditions limiting worksite injuries
- Personally accountable for inventory & sensitive equipment exceeding \$5.5 million across 3 counties
- Enforced ethical standards of 120 personnel with disciplinary & judicial action

#### Executive Officer (comparable to Logistical & Supply Management Supervisor)

- Director of the administrative, financial, & logistical support of a 200 soldier company in coordination with department heads of varying distances up to 150 miles
- Accountable for the condition & accuracy of the unit's \$5 million worth of assigned inventory & equipment arranging for repairs or replacement for damaged vehicles, weapons, & sensitive items.

#### Platoon Leader (comparable to Department Manager)

- Incorporated numerous civil affairs, psyop's teams, & FET teams during numerous public relations meetings obtaining victory in numerous local villages
- Mentored military leaders in Afghanistan to build infrastructural integrity for general logistical & administrative duties with the use of proper security & law enforcement
- Communicated the need for fixed wing & rotary wing air craft support in coordination with intelligence & combined arm assets for critical company & platoon mission achievement

#### Public Affairs Officer

- Publicized the UNI ROTC Battalion club events through numerous media outlets
- Advertised the ROTC program & published articles through the press & online resources
- Assisted recruiting and retention through different marketing and promotion methods

## EDUCATION

University of Northern Iowa, Cedar Falls, IA

Bachelor of Arts in Supply Chain, May 20XX

## LEADERSHIP & TRAINING

- *Active, ROTC of UNI* July 20XX – May 20XX
- *Entrepreneurial Assistant, John Papajohn Center* October 20XX – May 20XX
- *Active Member, Rho Epsilon* January 20XX – May 20XX